

Office of the Kansas State Treasurer Unclaimed Property



Holder Report



Dennis McKinney
Kansas State Treasurer



STATE OF KANSAS
Dennis McKinney
TREASURER

900 SW Jackson St., Ste 201
Topeka, KS 66612-1235

PHONE: 785-296-3171
FAX: 785-296-7950

Dear Unclaimed Property Holder:

As you State Treasurer, I have vowed to make the return of unclaimed property to its rightful owners a top priority—a sign of the value we place on the right to ownership of private property in our capitalist free market system. I am pleased to report that this hard work has yielded a return of about \$11 million (annually) back to its owners. This means that we are returning more cash, stock, safe deposit box contents and other property than ever before.

However, I cannot do this alone. Holders of unclaimed property play an important role in reuniting that property with its owners. Many businesses are not aware of their obligations under Kansas law to turn unclaimed property over to the State Treasurer's Office. Together, we are forging strong partnerships with businesses, banks and holders to ensure that we efficiently return property to its owners.

This booklet will help the thousands of businesses and organizations holding unclaimed property. Please take a few moments to become familiar with the laws and processes.

As Kansas State Treasurer, I want to assist you in any way possible. I have a dedicated and knowledgeable staff who are ready to help you with your needs. Please do not hesitate to call with questions or suggestions. I welcome your feedback.



Sincerely,

Dennis McKinney
Kansas State Treasurer

PREFERRED REPORTING METHODS

Upload NAUPA standard format files

- ★ Uploads secured by 128-bit SSL encryption, same type of security used by banks for on-line banking
- ★ No need to log in or be a registered site user
- ★ No need to send floppy disks or CDs
- ★ No detail error checking, only file formats and summary check
- ★ A transmission form is generated for inclusion with your mailed payment and report
- ★ Address: <http://online.treasurer.state.ks.us/hupload>

On-Line Holder Reporting

- *Enter your information on-line directly into our database*
- *View your past reports*
- *File paperless holder reimbursement claims and receive faster reimbursement checks-usually approved the same day*
- *View the status of past and present submitted properties*
- *User ID is valid from year to year*

How to Apply

Any business with internet access and an e-mail account can apply at any time during the year. Log on to: www.kansasstatetreasurer.com/holders and access the [Register to Become a User of Our On-Line Holder Reporting System](#) page to request an account.

HOLDER TIPS

~Visit our website at www.kansasstatetreasurer.com/holders for guidelines on reporting, FAQ's, information on becoming an on-line holder, the secure upload process and important forms.

~We do not accept reports via e-mail because of security issues.

~Please provide the names of both the remitter and payee for Cashier's Checks and Money Orders.

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Steps to Reporting Unclaimed Property

1 Identify the Unclaimed Property. Use the tables below to determine what funds your company is holding that are considered unclaimed.

- For dormancy periods see page 7.
- For Report Year Conversion schedule see page 8.
- For property type codes see page 10-11.

2 Try to locate the owners of the property you are holding

- For safe deposit boxes, stock and properties over \$100 send a due diligence letter to the owner's last known address (page 9). The letter should be sent not more than 120 days or less than 60 days before the report is filed, allowing the owner a 60 day response time.
- Be sure to check your company database for other dealings with the customer.

3 Send the report & funds

- Businesses should report by November 1st. Life Insurance companies, by May 1st.
- Reports are accepted via our on-line reporting system, paper or diskette/CD.
*CD's must be labeled with an actual CD label or written on with a soft marker. CD's submitted with any other type of label will be returned to the holder for proper labeling. Labels not intended for use on CD's can cause serious damage to a CD drive.

Visit our Website at: kansasstatetreasurer.com/holders for more information on becoming a future on-line holder.

- Keep a copy of your diskette/CD and a printout of your report for inquiries.
- Complete Summary of Unclaimed Property (page 12) and have the form notarized. This form must accompany your remittance.

- Submit report with a check payable to:
Kansas State Treasurer
Unclaimed Property
900 SW Jackson St Ste 201
Topeka, KS 66612-1235

Kansas Unclaimed Property Statutes: http://kansasstatetreasurer.com/laws_up.htm

Frequently Asked Questions

Q *Why are financial institutions and insurance companies urged to submit a Resolution of Compliance?*

A Per KSA 58-3936(b) a financial institution or insurance company that has filed a resolution of compliance is not subject to an audit by the Kansas State Treasurer unless there is notification of noncompliance.

Q *Does the State of Kansas require negative (zero) reports?*

A No, Kansas does not require negative reports. However, if you have any changes in contact information from the previous year please submit the changes to our office.

Q *Is there a minimum amount for unclaimed property to be reported?*

A No, all amounts are required to be reported to the Kansas State Treasurer. We accept reports of all amounts; however, if you have less than \$250 reportable in a single year & you have no individual property of \$100 or more, you are not required to send a report or remit the property until you accumulate the above totals. KSA 58-3950(i)

Q *Under Kansas law, are gift certificates/gift cards reportable?*

A No, gift certificates were removed from Kansas law in 1999. If you have any outstanding certificates dated 06/30/1994 or earlier they are required to be reported. Kansas treats credits transferred to a gift card as we do gift certificates; because they are not trackable and anyone may redeem them, they are not reportable.

Q *When do unclaimed property assets become the property of the state?*

A Never, the State Treasurer serves as the custodian until the property is claimed.

Q *What happens if a holder does not report unclaimed property?*

A A holder who fails to report, pay or deliver property within the time prescribed by law may be assessed \$100 for each day the report is not presented, not to exceed \$5,000. A person who willfully fails to pay or deliver unclaimed property will be assessed a civil penalty of 25% of the value of the property.

Q *What if my company has failed to file & is out of compliance?*

A Please contact the unclaimed property department for information on our voluntary compliance program. Inquiries may be e-mailed to lisa@treasurer.state.ks.us or by phone at 785.291.3173.

Q *How do I request an extension?*

A Extension requests should be faxed to 785.291.3172 (attention Lisa) or mailed to our office. The request should be on company letterhead and state the reason the request is needed, your tax ID number and the time frame needed to complete the report (generally 30 or 60 days). Our office will reply to you via fax or mail. If granted, please mail a photocopy of your extension approval with your final report.

Q *Can I deliver property before the prescribed dormancy period has elapsed?*

A Per KSA 58-3960, a holder, with the written consent of the administrator and upon conditions and terms prescribed by the administrator, may report and deliver property before the property is presumed abandoned. Mail or fax your requests to our office and include a photocopy of the approval with your final escheatment.

Q *Are vendor to vendor payments reportable?*

A Not after July, 1999 per KSA 58-3935 (g).

For a payment to be excluded:

- The payee must be a business
- The check must be due to a commercial transaction carried out for profit. An example would be a check issued by an insurance company to a body shop for services rendered on its corporate-owned vehicle. A check issued by an insurance company to a body shop for services rendered on the vehicle of an insured is not exempt from reporting.
- Transactions dated June 30, 1994 or earlier are still reportable but those dated July 1st, 1994 or later are not.

Dormancy Periods for Most Frequently Reported Types of Unclaimed Property

Property Type	No. of Years	Code Section
All other property	5	KSA 58-3935(a)(16)
Business Assoc. Debts	5	KSA 58-3935(a)(4)
Cashier checks	5	KSA 58-3935(a)(16)
Casualty insurance funds	5	KSA 58-3935(a)(16)
Certified checks	5	KSA 58-3935(a)(16)
Checking accounts	5	KSA 58-3935(a)(5)
Court proceeds	1	KSA 58-3935(a)(9)
Credit memos	5	KSA 58-3935(a)(6)
Dissolution/Liquidations	1	KSA 58-3935(a)(8)
Dividends	5	KSA 58-3935(a)(16)
Employee benefit plans	5	KSA 58-3935(a)(16)
Life insurance funds	3	KSA 58-3935(a)(7)
Mineral rights	5	KSA 58-3935(a)(16)
Money orders	7	KSA 58-3935(a)(2)
Public agency (court, state, other government)	1	KSA 58-3935(a)(10)
Safe deposit box	5	KSA 58-3949
Savings accounts	5	KSA 58-3935(a)(16);58-3935(f)
Stocks/Shares	5	KSA 58-3943; KSA 58-3935(a)(3)
Tax-Deferred IRA	3	KSA 58-3935(a)(14)
Travelers checks	15	KSA 58-3935(a)(1)
Utility deposits	1	KSA 58-3935(a)(12)
Wages	1	KSA 58-3935(a)(11)

Report Year Conversion Table

GENERAL PROPERTY (Five year abandonment period)

The tables below have been provided as examples of how to determine when a property should be escheated

ITEMS THAT WERE ISSUED OR HAD A LAST ACTIVITY DATE DURING:	NEED TO BE REPORTED BY:
6/30/03 or earlier	Contact our office for information on our voluntary compliance program
7/1/03 thru 6/30/04	November 1, 2009
7/1/04 thru 6/30/05	November 1, 2010
7/1/05 thru 6/30/06	November 1, 2011
7/1/06 thru 6/30/07	November 1, 2012
7/1/07 thru 6/30/08	November 1, 2013
7/1/08 thru 6/30/09	November 1, 2014
7/1/09 thru 6/30/10	November 1, 2015
7/1/10 thru 6/30/11	November 1, 2016

PAYROLL, UTILITIES & PUBLIC AGENCIES (One year abandonment period)

ITEMS THAT WERE ISSUED OR HAD A LAST ACTIVITY DATE DURING:	NEED TO BE REPORTED BY:
6/30/07 or earlier	Contact our office for information on our voluntary compliance program
7/1/07 thru 6/30/08	November 1, 2009
7/1/08 thru 6/30/09	November 1, 2010
7/1/09 thru 6/30/10	November 1, 2011
7/1/10 thru 6/30/11	November 1, 2012
7/1/11 thru 6/30/12	November 1, 2013
7/1/12 thru 6/30/13	November 1, 2014
7/1/13 thru 6/30/14	November 1, 2015
7/1/14 thru 6/30/15	November 1, 2016

Sample Owner Notification Letter

Notification letters must be sent for any property valued at \$100 or more. The letters must be sent no more than 120 days or less than 60 days before the report is filed.

July 1, YEAR

(Owner Name)
123 Main Street
City Name, State 12345

RE: (Property Description)

We are holding unclaimed property of at least \$100 owed to the person listed above. The owner may claim this property by contacting us at the address and/or phone number listed below:

Holder Information: Company Name
Address
Phone Number

If we do not hear from you before (insert the last date by which the company can remove items for refunds before reporting to the State), the law requires us to submit this property to the State Treasurer's Office. The State Treasurer will hold this property forever or until the owner claims it.

Sincerely,
Contact Name
Contact Phone

PLEASE SIGN BELOW TO ACKNOWLEDGE OWNERSHIP OF THE ABOVE LISTED FUNDS

Signed		Date
Street Address (Include Number)		City
State	Zip Code	County
Action to be taken: (PLEASE CHECK ONE)		
<input type="radio"/> Reissue Check <small>(original is / is not enclosed)</small>	<input type="radio"/> Update Account <small>(passbook is / is not enclosed)</small>	<input type="radio"/> Close Account and Send Check <small>(passbook is / is not enclosed)</small>
<input type="radio"/> Other (explain)		
Comments		

Property Category Code Table

Account Balances Due	IN02 Group policy benefits or claim payments	CK16 CD interest checks
AC01 Checking accounts	IN03 Proceeds due beneficiaries	CK99 Aggregate uncashed checks
AC02 Savings accounts	IN04 Proceeds from matured policies, endowments, or annuities	Utilities
AC03 Certificate of Deposit or Savings Certificate	IN05 Premium refunds	UT01 Utility deposits
AC04 Christmas Club funds	IN06 Unidentified remittances	UT02 Membership fees
AC05 Deposit to Secure Funds	IN07 Other amounts due under policy terms	UT03 Refunds
AC06 Security deposits	IN08 Agent credit balances	UT04 Capital credit distributions
AC07 Unidentified deposits	IN99 Aggregate insurance property	UT99 Aggregate utility property
AC08 Suspense accounts		
AC99 Aggregate account balances		
Trust, Investments, and Escrow Accounts	Uncashed Checks	Court Deposits
TR01 Paying agent accounts	CK01 Cashier's checks	CT01 Escrow funds
TR02 Undelivered or uncashed dividends	CK02 Certified checks	CT02 Condemnation awards
TR03 Funds held in a fiduciary capacity	CK03 Registered checks	CT03 Missing heirs' funds
TR04 Escrow accounts	CK04 Treasurer's checks	CT04 Suspense accounts
TR05 Trust vouchers	CK05 Drafts	CT05 Other court deposits
TR06 Pre-need funeral plans	CK06 Warrants	CT99 Aggregate court deposits
TR99 Aggregate trust property	CK07 Money orders	
	CK08 Traveler's checks	Mineral Proceeds and Mineral Interests
Safe Deposit Boxes and Safe-keeping	CK09 Foreign exchange checks	MI01 Net revenue interests
SD01 Safe deposit box contents	CK10 Expense checks	MI02 Royalties
SD02 Other safekeeping	CK11 Pension checks	MI03 Overriding royalties
SD03 Other tangible property	CK12 Credit checks or memos	MI04 Production payments
	CK13 Vendor checks	MI05 Working interests
Insurance	CK14 Checks written off to income	MI06 Bonuses
IN01 Individual policy benefits or claim payments	CK15 Any other outstanding official checks or exchange items	MI07 Delay rentals
		MI08 Shut-in royalties
		MI09 Minimum royalties
		MI99 Aggregate mineral interests

Property Category Code Table (cont.)

Miscellaneous Checks and Intangible Personal Property	MS16 Miscellaneous outstanding checks	SC10 Unexchanged stock of successor corporation
MS01 Wages, payroll, or salary	MS17 Miscellaneous intangible property	SC11 Any other certificates of ownership
MS02 Commissions	MS18 Suspense liabilities	SC12 Underlying shares or other outstanding certificates
MS03 Worker's compensation benefits	MS99 Aggregate miscellaneous property	SC13 Funds for liquidation/redemption of unsurrendered stocks or bonds
MS04 Payment for goods and services	Securities	SC14 Debentures
MS05 Customer overpayments	SC01 Dividends	SC15 U.S. Government securities
MS06 Unidentified remittances	SC02 Interest (bond coupons)	SC16 Mutual fund shares
MS07 Unrefunded overcharges	SC03 Principal payments	SC17 Warrants (rights)
MS08 Accounts payable	SC04 Equity payments	SC18 Matured principal
MS09 Accounts receivable/credit balances	SC05 Profits	SC19 Dividend reinvestment plans
MS10 Discounts due	SC06 Funds paid toward the purchase of shares or interest in a financial or business organization	SC20 Credit balances
MS11 Refunds	SC07 Funds for stocks or bonds	SC99 Aggregate security-related
MS13 Unclaimed loan collateral	SC08 Shares of stock (returned by the Post Office)	
MS14 Pension and profit sharing plans (IRA, KEOGH)	SC09 Cash for fractional shares	
MS15 Property distributable in the course of involuntary dissolution or liquidation		

Relationship Code Table

AD Administrator	CF Custodian For	JC Joint Tenants in Common
AF Attorney For	CN Conservator	PA Payee
AG Agent For	FB For Benefit Of	PO Power of Attorney
AN And	IN Insured	RE Remitter
BF Beneficiary	TE As Trustee For	UG Uniform Gift Minors Act (UGMA)
OR Or	EX Executor or Executrix	GR Guardian For
AO And/Or	JT Joint Tenants with Rights of Survivorship	
CC Co-Conservator		



State of Kansas
Office of the State Treasurer
Unclaimed Property Division
900 SW Jackson St. Ste 201 • Topeka, KS 66612-1235

Summary of Unclaimed Property

Business Information

Holder Name _____ Federal Tax ID # _____

Business Address _____ Company Type _____

Date Incorporated _____, In the State of _____

Contact Information

Person who supplied information for report

Name _____ Title _____

e-mail _____ Telephone _____

Person/department responsible for responding to property inquiries

Name _____ Title _____

e-mail _____ Telephone _____

Report Information

Report was submitted by Paper Diskette or CD Using KST Online System

Keep a copy of Diskette or CD and Paper Reports for inquiries

Report Total \$ _____ Total properties reported _____

Payment Method Check ACH Wire Check, Wire or ACH# _____

(Call Lisa: 785-291-3173 for ACH & wire instructions)

Securities Remitted *(enclose confirmation of delivery of share & mutual statements)*

Total number of DTC shares remitted (supply verification) _____

Total number of physical security shares (supply certificates) _____

Total number of mutual fund shares (supply statement) _____

Total number of shares remitted _____

Reporting Safe Deposit Boxes Yes No Number of Safe Deposit Boxes _____

Attach inventory to Summary of Unclaimed Property form and include copy inside box.

.....
Verification for the State of _____ County of _____

I, _____, swear that I have prepared, or have caused to be prepared, and have examined this report as to property presumed abandoned under the Uniform Unclaimed Property Act. I am duly authorized to execute this verification by the holder and by law. To the best of my knowledge and behalf said report is true, correct and complete. **I have attempted to contact property owners at their last known address by first-class mail if the property is a Safe Deposit Box, Stock or over \$100.00. I am duly authorized to attest to this.**

Signature _____ Title _____ Date _____

Subscribed and sworn before me on this _____ Day of _____

Notary Public _____ My commission Expires _____



Office of the State Treasurer
 Dennis McKinney
 Unclaimed Property
 900 SW Jackson St Ste 201
 Topeka, Ks 66612-1235

Unclaimed Property Owner Detail Report

Page _____ of _____

Business Name

Fed. Emp. I.D. # _____ Report Year _____

Relationship Code is required for all properties with 2 or more owners. If the code is not included with the report, a staff member from our office will call and request a relationship code (see relationship codes page 11).

List owner names(s) exactly as they appear on your records

1	Owner Name 1 (Last First & Middle Name) _____ (Title) _____ Social Security No. _____ Owner Name 2 (Last First & Middle Name) _____ (Title) _____ Social Security No. _____ Mailing Address _____ City _____ State _____ Zip Code _____ Relation Code (See page 11)	Last Transaction Date _____/_____/_____ OR Periodic Payments From ____/____/_____ To ____/____/_____ Shrs _____	Property Code (See Table page 10-11)	Amount Remitted _____ \$ For Securities Remitted Also Complete Page 15.	Reference No. (Account/Cert. No.)
1	Owner Name 1 (Last First & Middle Name) _____ (Title) _____ Social Security No. _____ Owner Name 2 (Last First & Middle Name) _____ (Title) _____ Social Security No. _____ Mailing Address _____ City _____ State _____ Zip Code _____ Relation Code (See page 11)	_____/_____/_____ OR Periodic Payments From ____/____/_____ To ____/____/_____ Shrs _____	_____ (See Table page 10-11)	_____ \$ For Securities Remitted Also Complete Page 15.	_____ (Account/Cert. No.)
2	Owner Name 1 (Last First & Middle Name) _____ (Title) _____ Social Security No. _____ Owner Name 2 (Last First & Middle Name) _____ (Title) _____ Social Security No. _____ Mailing Address _____ City _____ State _____ Zip Code _____ Relation Code (See page 11)	_____/_____/_____ OR Periodic Payments From ____/____/_____ To ____/____/_____ Shrs _____	_____ (See Table page 10-11)	_____ \$ For Securities Remitted Also Complete Page 15.	_____ (Account/Cert. No.)
3	Owner Name 1 (Last First & Middle Name) _____ (Title) _____ Social Security No. _____ Owner Name 2 (Last First & Middle Name) _____ (Title) _____ Social Security No. _____ Mailing Address _____ City _____ State _____ Zip Code _____ Relation Code (See page 11)	_____/_____/_____ OR Periodic Payments From ____/____/_____ To ____/____/_____ Shrs _____	_____ (See Table page 10-11)	_____ \$ For Securities Remitted Also Complete Page 15.	_____ (Account/Cert. No.)
4	Owner Name 1 (Last First & Middle Name) _____ (Title) _____ Social Security No. _____ Owner Name 2 (Last First & Middle Name) _____ (Title) _____ Social Security No. _____ Mailing Address _____ City _____ State _____ Zip Code _____ Relation Code (See page 11)	_____/_____/_____ OR Periodic Payments From ____/____/_____ To ____/____/_____ Shrs _____	_____ (See Table page 10-11)	_____ \$ For Securities Remitted Also Complete Page 15.	_____ (Account/Cert. No.)

This form must be completed and filed with the Summary of Unclaimed Property form on page 12.

Page Total \$ _____

Accumulated Page Total \$ _____

This form may be duplicated for additional properties.

Reporting and Delivery of Securities Property

****Please note**State of Kansas requires that all security property be reported and delivered in the same asset form as it is held by the rightful owner.**

When reporting securities, please remember that your report is not complete until you provide evidence of the property being transferred into the ownership of the state. The required evidence depends on the type of security and how it will be delivered to our custodian on behalf of the state.

Two days prior to delivery, you MUST fax an intent to deliver to our custodian – see instructions below.

All DTC eligible shares MUST be deposited through DTC or DWAC (if not DTC participant) as follows:

Nominee Name:	
State of Kansas	DTC Participant # 0954
FEIN# 48-6029925	Agent Bank # 26017
	Account # AUZF7000002

Register Book Entry Shares/ Direct Registration Shares (DRS) as follows:

Nominee Name:	
State of Kansas	
FEIN# 48-6029925	c/o ACS Unclaimed Property Clearinghouse
Account # AUZF7000002	260 Franklin St, 11th floor
	Boston, MA 02110

A confirmation statement showing State of Kansas as the owner of the shares must accompany your Report of Unclaimed Property for your report to be considered complete.

Register and deliver Physical Certificates ONLY for non-DTC eligible shares as follows:

Certificates must be registered as shown below, the original certificate sent to our custodian at the address listed below and a **photocopy of the certificate should be delivered with your report – DO NOT deliver the original certificate to the State of Kansas with your report.** Please be advised that certificates registered incorrectly will be returned to you for re-registration and your report will be considered incomplete. *Only one certificate must be delivered for each security position reported.*

Nominee Name:	Mellon Security Trust Company
State of Kansas	ATTN. Mike Visone
FEIN# 48-6029925	One Wall Street
Account # AUZF7000002	3rd Floor Receive Window
	New York, NY 10005

For ALL stock remittances, two days prior to actual delivery:

Fax an intent to deliver list of the securities to ACS Unclaimed Property Clearinghouse at (617) 722-9660, Attn: Gretchen Page. For questions please call Gretchen Page at 617-722-9654. This list should include cusip numbers, number of shares, issue names and delivering party's DTC #. If physical certificates are being reported, a certificate number and registration for each security to be delivered should be included. If statement (DRS/Book Shares) a copy of the statement should be faxed to ACS Unclaimed Property Clearinghouse at 617-722-9660.

Worthless Securities– State of Kansas no longer requires a report for worthless securities. If the security returns to a position of value, it must then be reported based on the last activity date in effect when it would have originally been reported.***

Mutual Funds- When reporting Mutual Funds, please be sure to include the complete Fund name, the FEIN Number, and the CUSIP Number for the Fund or the stock. Mutual Fund Shares must be delivered to an account with the below registration, and **a statement showing the shares in the State's name must accompany your Report of Unclaimed Property for your report to be considered complete.**

Open End Mutual Fund- accounts held for the State of Kansas should be registered in the name of Mac & Co.

ACS will provide account numbers for all mutual funds that will be transferred to the state's account. Please contact Marsela Strakosha at 617-722-9914 to obtain account numbers 48 hrs prior to attempting delivery.

If the fund chooses to establish a new account number and register Mutual Funds as indicated below, please ensure to provide a detailed list 48 hrs in advance at upch.custody@acs-inc.com. The list should contain, cusip#, name of the fund, Share amount and account number at the fund.

Mac & Co. – Account # AUZF7000002
State of Kansas
Mutual Funds Operations
P.O. Box 3198
Pittsburgh, PA 15230-3198
Tax ID: 25-1536944

Note: It is Important that the registration reference the account number AUZF7000002. This is what identifies the fund as belonging to the Sate of Kansas.

Closed End Mutual Fund/DRP (Dividend Reinvestment Plans)- accounts held for the State of Kansas should be registered in the name of State of Kansas, c/o ACS Unclaimed Property Clearinghouse, 260 Franklin St. 11th Floor, Boston, MA 02110.

When funds are registered to Mac & Co. or State of Kansas, please ensure that **interested party statements** are sent to ACS Unclaimed Property Clearinghouse at 260 Franklin Street, 11th Floor, Boston, MA 02110, Attn: Mutual Fund Operations.

Instructions for Reporting Safe Deposit Boxes

Safe Deposit Boxes must be reported to Kansas Unclaimed Property by November 1st.

- ✓ Complete the Summary of Unclaimed Property form (page 12).
- ✓ Complete Individual Safe Deposit Box Inventory form (page 17) for each box reported.
- ✓ Complete pages 18 & 19 if box contains items that require detailed descriptions.

Pages 17-19 should be duplicated for each box.

Inventory of Safe Deposit Items

Use pages 17-19 to record contents. All items contained within the box need to be recorded. If the property is listed on the non-acceptance list it must be inventoried and then properly disposed of.

Property the state does not accept (items must be listed on inventory before disposal)

Toiletries/Personal Care Items/Food	Needles/Razor Blades
Medications/*Controlled Substances/Tobacco	Fluids/Liquids
Body Fluids (Handkerchiefs/Tubing/Tissues)	
Plastic Lighters/Matchbooks/Candles	

*Controlled Substances should be taken to your local law enforcement officials for proper disposal.

Questionable items-contact Cheryl at 785-296-6635 or cheryl@treasurer.state.ks.us .

Report of Safe Deposit Items

- ✓ If a safe deposit box has two owners, the names of both must be shown with relationship code on page 11 with the owner detail.
- ✓ Enter any amounts (unpaid rent, drilling costs) still owed to the holder on page 17 . *Do not* deduct this amount from any cash that may be in the box. Following our agency auction of the contents, holders will be reimbursed by the state.
- ✓ Seal one inventory sheet with the contents and include a photocopy with your Summary of UCP form (page12.)
- ✓ Sharp objects should be appropriately wrapped and clearly marked.
- ✓ Each box must be secured & sealed within the container in which you are delivering the contents. *The State Treasurer is not liable for any loss or damage to contents not properly secured.*

Remittance of Safe Deposit Items

Safe Deposit Boxes must accompany your report and be delivered via courier, certified or registered mail to:
Kansas Unclaimed Property
900 SW Jackson Suite 201
Topeka, KS 66612-1235

******Remember******

The more complete the safe deposit inventory and owner details given to the State Treasurer, the less inquiries you will receive. Your inventory must be specific and complete. Boxes escheated that are not properly inventoried or sealed may be returned to the holder.

Office of the State Treasurer



Dennis McKinney
Unclaimed Property
900 SW Jackson St Ste 201
Topeka, Ks 66612-1235

Individual Safe Deposit Box Inventory

Page _____ of _____

Business Name _____

Fed. Emp. I.D. # _____

Report Year _____

This form must be included with each individual SDB reported.

Owner Name 1 (Last First & Middle Name) _____ Social Security No. _____ Owner Name 2 (Last First & Middle Name) _____ Social Security No. _____ Mailing Address _____ City _____ State _____ Zip Code _____ Relation Code 	SDB Number _____ Amount Due Holder \$ _____ Date of Abandonment _____ Branch Where Property Was Held _____ Branch Name _____ Street or PO Box _____ City _____ State _____ Zip _____
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<p>Please check box if these items are included in SDB. <i>A count or itemized description is not needed for these items.</i></p> <p>Vital Statistics</p> <p><input type="checkbox"/> Birth Certificates</p> <p><input type="checkbox"/> Death Certificates</p> <p><input type="checkbox"/> Marriage Certificates</p> <p>Legal Documents/Agreements</p> <p><input type="checkbox"/> Last Will & Testaments</p> <p><input type="checkbox"/> Divorce Degrees</p> <p><input type="checkbox"/> Adoption Papers</p> <p><input type="checkbox"/> Abstracts/Agreements/Deeds/Property Titles</p> <p><input type="checkbox"/> Mortgages</p> <p>Other Titles Documents</p> <p><input type="checkbox"/> Life Insurance Policies</p> <p><input type="checkbox"/> Income Tax Records/Receipts</p> <p><input type="checkbox"/> Bank Statements/Canceled Checks/Etc.</p> <p><input type="checkbox"/> Investments</p> <p><input type="checkbox"/> Military Records</p> <p><input type="checkbox"/> SSN Records</p> <p>Personal Papers</p> <p><input type="checkbox"/> Letters/Postcards/School Info./Licenses</p> <p>Media</p> <p><input type="checkbox"/> Photos/Negatives/Cassettes/Video/Discettes</p>	<p>List # of Bonds for each denomination.</p> <p>Savings Bonds</p> <p>_____ at \$ _____</p> <p>_____ at \$ _____</p> <p>_____ at \$ _____</p> <p>_____ at \$ _____</p> <p>The list below contains categories of SDB contents that require itemized descriptions. Check the box(es) if this SDB contains any of the following categories. <i>Please list the individual items on a Item Detail Form (see page 19).</i></p> <p><input type="checkbox"/> Collections (Stamps/Spoons/Sports Cards/Etc.)</p> <p><input type="checkbox"/> Rare/Unique (Diaries/Books/Silver/Etc.)</p> <p><input type="checkbox"/> Weapons (Except Guns)</p> <p><input type="checkbox"/> Medals</p> <p><input type="checkbox"/> Rare/Unique Coins (Books/Sets/Currency)</p> <p><input type="checkbox"/> Misc. (Keys/Pens/Cameras/Souvenirs/Tokens)</p> <p><input type="checkbox"/> Other</p> <p>Stock Certificates (list each certificate individually)</p> <p># of Shares _____ Stock Name _____</p> <p># of Shares _____ Stock Name _____</p> <p># of Shares _____ Stock Name _____</p> <p># of Shares _____ Stock Name _____</p>	<p>Coins (Please remove wrappers/tubes from all coins.)</p> <p>Currency</p> <p>Total # of Pennies _____</p> <p>Total # of Nickels _____</p> <p>Total # of Dimes _____</p> <p>Total # of Quar- _____</p> <p>Total # of 1/2 Dollars _____</p> <p>Total # of Dollars _____</p> <p>Total # of Foreign Coins _____</p> <p>Total # of Unidenti- _____</p> <p>Total # of \$1.00 _____</p> <p>Total # of \$2.00 _____</p> <p>Total # of \$5.00 _____</p> <p>Total # of \$10.00 _____</p> <p>Total # of \$20.00 _____</p> <p>Total # of \$50.00 _____</p> <p>Total # of \$100.00 _____</p> <p>Total # of Foreign _____</p>
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*Do not include Rare/Unique coins & currency in the totals above. Rare/Unique Coins (Books/Sets/Currency) must be listed individually on a Item Detail Form (see page 19.)

Reporting for Other States

Filing One Report

As a convenience, if you are a holder located in the state of Kansas, you may file one Unclaimed Property Report with Kansas Unclaimed Property even if you are holding property of owners who live in other states. Our Department will forward the names of out-of state owners to the appropriate states.

IMPORTANT

You still need to follow each state's laws on dormancy periods even if you report via Kansas. For example, California requires that most property be reported after three years. Some states may require you to report to them directly.

Here's How

If you wish to file other state's property with Kansas and have us forward the accounts to the appropriate states, please do the following:

- Use the Abandonment period(s) required by the state of the owner's last known address.

- Notify the other states of your intent to report via Kansas. You can get contact information for other states at <http://unclaimed.org>

Demutualization Bill (2004 SB 399)

- , Definitions added to K.S.A. 2003 Supp. 58-3935

- , Amendment to K.S.A. 2003 Supp. 58-3950 regarding reporting

- , Effective date of the bill was July 1, 2004.

Who does this effect?

- # All insurance companies that changed their corporate structure from a mutual-type organization to some other type of organization at least two years prior to December 31, 2003

- # Had uncashed checks or undelivered stock or other assets resulting from that re-organization as of December 31, 2003

EXCEPTION: If the holder's mail to the apparent owner attempting to deliver stock or other assets is not returned to the holder, the property is not reportable until the normal reporting cycle for that type of property has elapsed.

Checklist

- I have filled out the Summary of UCP form (page 12) that is required with all remittances.
- Check is enclosed made payable to the Kansas State Treasurer.
- Physical shares & mutual fund statements have been registered using the correct name and tax ID and **are enclosed.**
- **See pages 14 & 15 for complete instructions**
- Safe deposit box contents have been inventoried and properly secured and
- I have enclosed a copy of the inventory inside each box.
- If you are filing one report with Kansas for properties listed in other states, you have checked the other state requirements and have notified them of your intentions to file one report with KS.

***CD's must be labeled with an actual CD label or written on with a soft marker. CD's submitted with any other type of label will be returned to the holder for proper labeling. Labels not intended for use on CD's can cause serious damage to a CD drive.**

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Contact Information

www.kansasstatetreasurer.com

Holder Services: Lisa Wood 785-291-3173 lisa@treasurer.state.ks.us

Filing Claim: 1-800-432-0386 or 785-296-4165

Mail Address:
Kansas State Treasurer
Unclaimed Property
900 SW Jackson St Ste 201
Topeka, KS 66612-1235

Delivery Address:
Landon State Office Bldg.
2nd Floor Ste 201
900 SW Jackson St
Topeka, KS